

*Financial and Administrative Services Department
Purchasing Office
P. O. Box 1088, Austin, TX 78767
(512) 974-2500*

September 5, 2008

AUSTIN COMMUNITY COLLEGE
Highland Business Center
5930 Middle Fiskville Road
Austin, TX 78736-3223
Attention: Brian Bilich

Re: Master Agreement #PI080000005

Dear Brian:

The Austin City Council has approved the execution of an agreement with your organization for the above-referenced item as follows:

Responsible Department:	Economic Growth and Redevelopment Services
Department Contact Person:	Blake Smith
Department Contact Email Address:	Blake.smith@ci.austin.tx.us
Department Contact Telephone:	512-974-7618
Project Name:	Quickbooks and Basic Accounting Training Sessions
Contractor Name:	Austin Community College (ACC)
Contract Number:	PI080000005
Contract Period:	9/5/08 to 9/30/2009
Dollar Amount	\$30,350.00
Extension Options:	Two (1) year periods
Requisition Number:	RQM5500-08071100653
Solicitation Number:	N/A
Agenda Item Number:	21
Council Approval Date:	August 28, 2008

Attached is a copy of the fully executed contract.

Invoices shall be sent from AUSTIN COMMUNITY COLLEGE, Highland Business Center 5930 Middle Fiskville Road. Please advise immediately if there is a discrepancy on the name or address since a non-match will affect the timely processing of your invoices.

Sincerely,



Mary Quintero-Herrera
Enclosure

xc: Blake Smith, Economic Growth and Redevelopment Services